

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JUNE 17, 2014
FROM:	MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER AND CATHY SAUNDERS CITY CLERK
SUBJECT:	COUNCIL POLICY 5(29) – ISSUANCE OF COMPUTER EQUIPMENT TO COUNCIL MEMBERS

RECOMMENDATION

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer and the City Clerk, the attached proposed by-law (Appendix “A”) **BE INTRODUCED** at the Municipal Council meeting on June 24, 2014 to repeal and replace Council Policy 5(29) – Issuance of Computer Equipment to Council Members, to identify standard equipment guidelines for the upcoming Council term which are in keeping with corporate requirements, to provide for a review, prior to the commencement of any new Council term, of the corporate standards for computer equipment and software to be issued to Council Members, and to provide further clarity in the policy.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Agenda Item #20 - Board of Control Meeting of September 30, 2009
 Agenda Item #19 – Board of Control Meeting of March 24, 2010

BACKGROUND

On March 29, 2010, the Municipal Council adopted a policy for the issuance of computer equipment to Council Members. Not surprisingly, technology has advanced since that time, as have corporate systems, including the implementation of electronic agenda management software. With a view to ensuring that the corporate standard for the computer equipment and software that is issued to incoming Council Members reflects corporate needs at the commencement of a new Council term, the attached proposed policy is being brought forward to repeal and replace Council Policy 5(29) – Issuance of Computer Equipment to Council Members. Aside from identifying standard equipment guidelines for the upcoming Council term, the revised policy also provides for a review, prior to the commencement of any new Council term, of the corporate standards for computer equipment and software to be issued to Council Members, and also provides greater clarity within the Policy.

RECOMMENDED BY:	RECOMMENDED BY:
MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER	CATHY SAUNDERS CITY CLERK

c. L. Rowe, B. Westlake-Power, M. Daley, M. Ruddy

Appendix "A"

Bill No.
2014

By-law No. A.-

A by-law to repeal and replace Council Policy 5(29) – Issuance of Computer Equipment to Council Members.

WHEREAS the Council of The Corporation of the City of London wishes to repeal and replace Council Policy 5(29) – Issuance of Computer Equipment to Council Members in order to identify standard equipment guidelines for the upcoming Council term, provide for a review, prior to the commencement of any new Council term, of the corporate standards for computer equipment and software to be issued to Council Members, and to provide greater clarity within the Policy;

AND WHEREAS section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power shall be exercised by by-law;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. Council Policy 5(29) – Issuance of Computer Equipment to Council Members be hereby repealed and be replaced with a new Council Policy 5(29) – Issuance of Computer Equipment to Council Members, attached hereto as Schedule "A".
2. This by-law comes into force and effect on the date it is passed.

PASSED in Open Council on June 24, 2014.

Joe Fontana
Mayor

Catharine Saunders
City Clerk

First Reading – June 24, 2014
Second Reading – June 24, 2014
Third Reading – June 24, 2014

SCHEDULE "A"

Issuance of Computer Equipment to Council Members

The following policy applies to the issuance of computer equipment to Council Members, commencing with the 2014-2018 Council term:

Standard Equipment and Software Guidelines

Corporate standard computer equipment and software for Council Members shall be established by the City Clerk, in consultation with Information Technology Services.

The corporate standard for computer equipment and software for Council Members shall be reviewed by the City Clerk, in consultation with Information Technology Services, for appropriateness prior to the acquisition of computer equipment and software for Council Members for a new Council term.

Council Members shall be issued the following for the 2014-2018 Council term:

- (a) one corporate standard laptop, including one each of the associated corporate standard docking station, monitor, keyboard and mouse for the laptop;
- (b) one corporate standard tablet (corporate standard to be established by the City Clerk, in consultation with Information Technology Services, subsequent to SIRE testing);
- (c) one standard printer (HP Wireless);
- (d) an annual stipend (already included as part of the Council Members' annual expense allocation) for the self-supply of standard high-speed Internet service at the Council Member's "home office", noting that any upgrade to premium high-speed Internet service would be at the additional expense of the individual Council Member;
- (e) a basic modem and/or wireless router to connect to the Internet, from their "home office", in exceptional cases where it is demonstrated that a basic modem and/or wireless router to connect to the Internet is not supplied by the Internet service provider; and
- (f) corporate standard software, including Microsoft Office and any other software identified as essential to the business of the City of London by the City Clerk, in consultation with Information Technology Services (e.g. electronic agenda management software), but excluding specialized corporate software that would not be accessible by the general public (e.g. AMANDA, Kronos, etc.).

Supplementary Computer Equipment

Council Members may, at their discretion, utilize funds from their annual expense allocation to supplement the standard corporate issue of computer equipment, in keeping with applicable policy.

Computer Support

The Corporation of the City of London, through Information Technology Services, shall only provide support to corporately-issued equipment and not to any personal equipment or systems, any service or equipment provided by a third party (e.g. WiFi connection provided by internet service provider), or any supplementary equipment that may have been purchased by funds from a Council Member's annual expense allocation. Council Members shall be fully responsible for any costs associated with the acquisition, use and maintenance of supplementary computer equipment or software they have opted to purchase outside the standard equipment and software guidelines.

Information Technology Services shall assist with the initial set up of the corporately-issued wireless printer at a Council Member's home office. However, the Council Member shall be responsible for ensuring their home office WiFi connection is in working order so that the set up can be completed, and the Council Member will also need to be present and able to enter the appropriate password to complete the connection to the wireless printer.

Computer Equipment for Privately-Contracted Assistance

Any additional computer equipment required for individuals privately contracted by a Council Member shall be provided by the Council Member and shall not be provided by The Corporation of the City of London via a corporate purchase or loan arrangement. For security and support reasons, no equipment other than the equipment issued to the Council Member by the Corporation for the current Council term shall be connected to the City of London's network and supported by corporate resources.

Corporate Records and Corporately-Licensed Software

Any corporate records or corporately-licensed software maintained on the standard computer equipment issued to the Council Members shall be returned to and remain in the custody of The Corporation of the City of London at the conclusion of each Council term. In those instances where a Council Member is returning to office for a subsequent Council term, the Council Member may opt to have their corporate records transferred to their new computer equipment. In any event, all corporate records shall, at all times, be maintained in keeping with legislated requirements (e.g. *Municipal Freedom of Information and Protection of Privacy Act*, *Records Retention By-law*, etc.).

Computer Usage – General

Computer usage for corporate purposes shall be in keeping with the City of London's Use of Technology Policy. No Council Member, their corporately-assigned staff, or their contracted assistance, shall use the technology made available to them in a manner which compromises the security of the City of London's systems or information.

Acquisition and Disposition of Corporately-Issued Computer Equipment and Software for Council Members

- (a) The City Clerk shall establish a purchase plan for the supply and replacement of standard computer equipment and software for Council Members at the commencement of each Council term, in liaison with Information Technology Services.
- (b) The City Clerk shall include a budget item for the acquisition of the standard computer equipment and software noted in (a), above, for incoming Council Members.
- (c) The City Clerk, in liaison with Information Technology Services, shall establish the corporate standard for computer equipment and software for Council Members in sufficient time for that computer equipment and software to be acquired for the commencement of the new Council term.
- (d) Information Technology Services shall arrange for the on site, and where applicable off site, installation of the standard corporate-issue computer equipment and software, as well as the related training and support, in liaison with the Council Members and/or their corporate support staff.
- (e) At the conclusion of a Council term, Council Members serving that Council term shall retain the standard computer equipment they were issued at the commencement of that Council term, to do with as they wish and/or dispose of on their own, in keeping with any applicable Canada Revenue Agency or other legislative requirements. The corporate standard Microsoft Office software shall remain with the computer equipment at the end of the Council term, but shall not be supported under any maintenance agreement and shall simply age to end of life with no upgrade options. All access to the corporate network shall be fully terminated and the hardware removed from the Corporation's domain, with no further technical support being provided by the Corporation's Information Technology Services.